

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 9.07.00
SUBJECT: USE AND MAINTENANCE OF THE COMMUNITY
AND TACTICAL SERVICES (C.A.T.S.) VAN
EFFECTIVE: AUGUST 1, 1999
REVIEW: AUGUST 2001, 2003, 2005, 2007

1. PURPOSE. This General Order outlines the guidelines for the use, care and maintenance of the department's Tactical Services Van.

2. POLICY: The C.A.T.S. van is intended to be a multi-use vehicle. It can be utilized at any major incident including, but not limited to major crime scenes, fatal accidents, as a mobile operation command post or any community event deemed appropriate by the department.

1. The van is equipped with most equipment necessary at a field operation, i.e., phones, televisions, report forms, radios, etc. Specific equipment such as evidence collection items, crime scene processing equipment, event brochures, etc., will be the responsibility of the unit or personnel responding to a specific incident or event.
2. Use of the C.A.T.S. van must be authorized by a sergeant or member of command staff.
3. Only personnel checked out in the use of the van and its equipment will be permitted to operate it.
4. Operators will be responsible for the care and use of the vehicle while in their control. Any needed repairs, replenishing of supplies or other deficiencies discovered will be brought to the attention of a sector captain as soon as practical, and will be done in writing through the use of the "Inventory/Repairs Needed" sheet available in the van.
5. The department will appoint a department member to be responsible for periodic surveys of the C.A.T.S. van to insure its proper care, maintenance and inventory.

6. Operators will be expected to make entries in the "Vehicle Use" log when checking out the van and again when it's secured.
7. Operators will be responsible for securing the vehicle after its use. This will include adhering to the "shut down" check list, making sure the van has at least $\frac{3}{4}$ of a tank of gas, locking all doors, and plugging into an AC electrical supply.
8. The alarm will be used when the vehicle is left unattended when it is deployed in the field..
9. The C.A.T.S. van will be operated in a manner that is consistent with Policy and Procedure relating to the operation of all police department vehicles.
10. The City Shops will be responsible for the repair and maintenance of the van.
11. Requests by outside police agencies for the use of the C.A.T.S. van must be approved by command personnel and will remain under the control of the Beaverton Police Department and will be operated only by Beaverton Police personnel.

Approved by

Date